

Appendix E: Internship Plan Template



Lamar University – M.Ed. in Educational Technology Leadership

Internship Plan: Field-based Experience Activity (Internship Plan Template)

Name of Intern Amy Croft Cohort Group _____ Date June 1, 2011

The Field-based Experience component of the Internship Plan is a brief, but specific document indicating your overall approach to the Internship program. The Internship is organized around eight ISTE Technology Facilitator Standards, the 33 Performance Indicators and the 78 Performance Tasks. Using this document, you will identify the field-based activities you will approach and indicate which of the eight ISTE Technology Facilitation standards and 33 Performance Indicators were addressed in each activity. You will provide a brief description of each activity, resource person, and a completion date for each activity. This activity should be completed with and approved by your site mentor.

You are to plan at least one activity in each of the 33 Performance Indicators found in the text. If an activity is applicable to more than one performance indicator it must be identified under all applicable tasks.

Use this chart to develop your Internship Plan for Part I of your Week 5 EDLD 5306 assignment. When you open this file, immediately save it as "yourname_Draft Internship Plan," and work on this saved file as you revise and update your plan.

		Brief Activity Summary	Resource Person	Projected Date of Completion
Standard I. Technology Operations and Concepts	TF- I.A	I will conduct an on campus workshop to demonstrate the technology in our building. I will assist teachers in using and setting up tech.	Christina Huckaby (teacher)	June 2011
	TF- I.B	During the on campus workshop I will model new technology used in our district. We will review routine programs like gradebook and attendance.	Christina Huckaby (teacher)	June 2011

I will demonstrate ways to use the technology with students in the classroom.

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		Activity Summary	Resource Person	Projected Date of Completion
Standard II. Planning and Designing Learning Environments and Experiences	TF-II.A	I will observe technology use in classrooms of various grade levels and provide constructive feedback and suggestions.	Anna Doucet (tech.spec.)	January 2011
	TF-II.B	I will meet with various grade levels during planning to discuss and plan lessons using technology.	Christina Huckaby	February 2011
	TF-II.C	During our planning times, I will assist teachers in locating technology resources. I will help them find and use them according to their grade level.	Christina Huckaby	February 2011
	TF-II.D	I will go into classrooms and teach a lesson using tech. This will allow me to demonstrate technology and show them how to manage the classroom	Christina Huckaby	June 2011
	TF-II.E	I will go to planning times to plan technology lessons. I will present ways to manage the lessons during our planning times.	Christina Huckaby	February 2011
	TF-II.F	I will meet with various grade levels during planning times and help them create and use technology lessons.	Christina Huckaby	February 2011

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		Activity Summary	Resource Person	Projected Date of Completion
Standard III. Teaching Learning, and the Curriculum	TF-III.A	Present professional development and multimedia presentations to teachers and staff.	Anna Doucet	June 2011
	TF-III.B	Form a committee on campus to inspect and improve technology in the labs and classrooms.	Anna Doucet	June 2011
	TF-III.C	Present professional development and multimedia presentations to teachers and staff.	Anna Doucet	June 2011
	TF-III.D	Teach lessons in various grade level classrooms using technology.	Christina Huckaby	February 2011
	TF-III.E	Write curriculum and align technology lessons to post on the district server.	Christina Huckaby	June 2011

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		Activity Summary	Resource Person	Projected Date of Completion
Standard IV. Assessment and Evaluation	TF-IV.A	Teach lessons in various grade level classrooms and assist teachers in teaching with technology.	Christina Huckaby	June 2011
	TF-IV.B	Observe teachers using technology and provide constructive criticism and support.	Christina Huckaby	June 2011
	TF-IV.C	Examine and apply the results of a research project that includes evaluating the use of a specific technology. <i>Note: This performance indicator will be revised during the Research course.</i>	Christina Huckaby	June 2011

Guide teachers in evaluating and analyzing data.

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		Activity Summary	Resource Person	Projected Date of Completion
Standard V. Productivity and Professional Practice	TF-V.A	Present professional developments and multimedia presentations to teachers and staff	Christina Huckaby	June 2011
	TF-V.B	Teach lesson in a variety of grade level classrooms using different technology tools.	Christina Huckaby	June 2011
	TF-V.C	Observe teachers while they teach with technology and give constructive criticism and support.	Christina Huckaby	February 2011
	TF-V.D	Observe teachers while they teach with technology and give constructive criticism and support.	Christina Huckaby	February 2011

Create and maintain a school planning web page.

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		Activity Summary	Resource Person	Projected Date of Completion
Standard VI. Social, Ethical, Legal, and Human Issues	TF-VI.A	Present professional development activities to teachers, staff, and community members.	Christina Huckaby	June 2011
	TF-VI.B	Plan with various grade levels and assist teachers in developing technology lessons	Christina Huckaby	June 2011
	TF-VI.C	Plan with various grade levels and assist teachers in developing technology lessons.	Christina Huckaby	June 2011
	TF-VI.D	Plan with various grade levels and assist teachers in developing technology.	Christina Huckaby	June 2011
	TF-VI.E	Improve and change the school districts technology policies.	Anna Doucet	October 2011

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		Activity Summary	Resource Person	Projected Date of Completion
Standard VII. Procedures, Policies, Planning, and Budgeting for Technology Environments	TF-VII.A	Update and organize computer equipment and software in the labs and classrooms.	Anna Doucet	November 2011
	TF-VII.B	Use the committee to review and improve the campus budget for technology.	Christina Huckaby	June 2011
	TF-VII.C	present professional developments and multimedia presentations to teachers and staff.	Christina Huckaby	June 2011

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		Activity Summary	Resource Person	Projected Date of Completion
Standard VIII. Leadership and Vision	TF-VIII.A	Review and improve our current plan for technology.	Christina Huckaby	October 2011
	TF-VIII.B	Meet with committee to discuss current and past technology in schools to better improve our school	Christina Huckaby	September 2011
	TF-VIII.C	Create school website for planning and discussing.	Christina Huckaby	June 2011
	TF-VIII.D	Meet with committee to discuss schools current policies and needs for improvement.	Christina Huckaby	June 2011
	TF-VIII.E	Present professional developments and multimedia presentations to teachers and staff.	Christina Huckaby	June 2011

Site Mentor:

Name: Christina Huckaby Title: Teacher
(Please Print)

Signature: Christina Huckaby Date: June 3, 2011
Jacquelyn Warner Katy ISD